Hill Regional Career High School ● 140 Legion Avenue ● New Haven, CT 06519

August 28, 2014

Dear Parents/Guardians

My name is Ms. Little. I want to take this opportunity to introduce myself and let you know that I am pleased and excited to have your son or daughter in my freshman Computer Applications 1 class. I am providing the following information so you will know what my expectations are and how your student can be successful in my class. Please take the time to discuss the information here with your son or daughter. Although I am going over this information in class, discussing it at home will be a meaningful way to increase understanding. If you have any questions or concerns, please feel free to contact me either by phone at 203-936-5113 or email at [rosemary.little@new-haven.k12.ct.us](mailto:rosemary.little@new-haven.k12.ct.us). I believe that if we all work together, your student’s success is certain!

The purpose of this class is to teach students about computers and how to use computers appropriately and successfully in and outside of school. By the end of the year students should be able to do the following:

* Explain basics of computer hardware and software systems
* Manage files and folders on the computer
* Practice application software including word processing, spreadsheets, databases, graphics, and presentation software
* Understand telecommunications and computer networking basics
* Use the Internet and World Wide Web effectively
* Be aware of online safety issues and use computers responsibly
* Improve interpersonal and self-management skills

**Classroom Rules**

The classroom rules are designed to ensure that no student’s behavior interferes with the learning of others:

1. Come to class every day that you are not sick.
2. Arrive on time with your own pencil or pen and notebook.
3. Keep hands, feet and objects to yourself.
4. Treat everyone with respect (including you.)
5. Follow directions the first time
6. Stay on task during all work times.

Also, please be advised of the school policy that no cell phones or electronic devices are allowed in class.

For violations of these rules, I will assign minor penalties. While I will enforce the rules when necessary, I will be putting more emphasis on teaching students how to be responsible themselves. I will stress the following traits, which are called Guidelines for Success and are also adopted school wide.

Success Requires:

**P**reparation

**R**esponsibility

**I**ntegrity

**D**edication

**E**ffort

**Grading**

Below is the information your student has been given about grades.

1. 20% of your marking period grade will come from your class participation and how well you follow the rules. There are 20 possible points per week for participation and following the rules.
   1. You will start each week with 15 points, which is a C.
   2. Strong effort and application will add 1 point. I will mark additional points earned in my grading sheet throughout the class.
   3. Each rule violation costs 1 point.
   4. Participation grades for the week will be posted on PowerSchool each Friday.
2. Class work is worth 40% of your marking period grade.
3. Weekly or bi-weekly quizzes or tests are worth 10% of your marking period grade.
4. Unit assessments are worth 30% of your making period grade.

Every Thursday or Friday I will provide each student with a weekly grade report that shows his or her current grade in the class as well as any missing assignments. Please check this on the weekend so that if a student is falling behind, we can all work on the problem in the early stages. Students that return the grade report the following Monday or Tuesday that is signed by you will receive an extra bonus point.

**Contact Information**

The students know that they can always ask me questions in class and can schedule an appointment to talk with me whenever they need help. The best way to contact me is via email. My email is [rosemary.little@new-haven.k12.ct.us](mailto:rosemary.little@new-haven.k12.ct.us). You may also call me at 203-936-5113, leave a voice mail, and I will return your call within 24 hours.

Thank you for your time. Please cut off the form below, sign it, and have your students return the slip below by Tuesday or Wednesday for an extra bonus point.

Sincerely,

Ms. Little

We have discussed this information about how to be successful in Ms. Little’s Computer Applications 1 class.

Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_